

DEPARTMENT OF STATE AUDITOR  
BUDGET DIVISION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

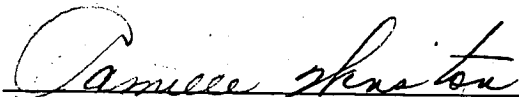
BUDGET DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

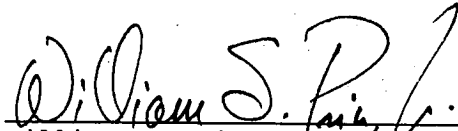
BUDGET DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Camille E. Winston, Budget Officer and  
Chief Records Officer  
Department of State Auditor



William S. Price, Jr., Director  
Division of Archives and History

APPROVED



Edward Renfrow, State Auditor  
Department of State Auditor



Patric Dorsey, Secretary  
Department of Cultural Resources

June 3, 1992

DWM

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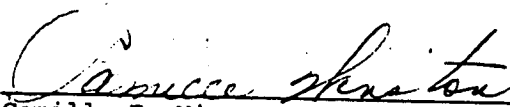
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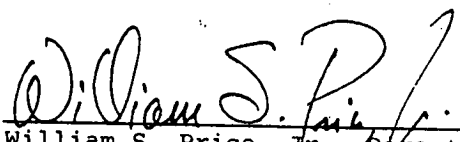
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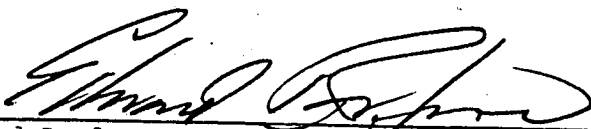
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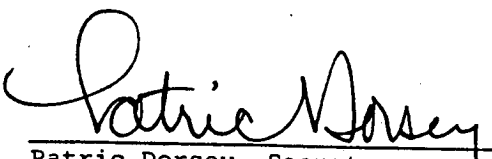
APPROVAL RECOMMENDED

  
Camille E. Winston, Budget Officer and  
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June 3, 1992

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

DWM

**DEPARTMENT OF STATE AUDITOR  
BUDGET DIVISION**

**ITEM 9457. CONTROL SHEETS FILE.**

Control sheets which are used to balance all budget transactions for the month against budget data entered into Budget Division Database (Electronic) File.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**ITEM 33574. AGENCY FINANCIAL STATEMENTS AND WORK PAPERS FILE.**

Financial statements and supporting work papers used to prepare agency financial reports.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after released from all audits.

**ITEM 33575. BIENNIAL BUDGET FILE.**

Records concerning the preparation of the biennial budget for submission to the Office of State Budget. File includes work papers, budget requests, correspondence generated during review process by the General Assembly, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 33577. MINORITY PURCHASING FILE.**

Records concerning purchases solicited from minority-owned businesses. File includes summaries of bids, quotes, and purchases for the quarter; reports prepared from invoices listing purchases made from minority-owned businesses; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.